

SECRETARIAL SPECIALIST

PURPOSE: To provide secretarial and office support services.

FUNCTIONAL AREAS:

1. Perform transcription and typing services using independent judgment.
 - * A. Collect, analyze, prepare and arrange data and materials for typing.
 - * B. Perform transcription and typing from shorthand notes or transcribing discs.
 - * C. Write letters from marginal notes or oral or written instructions.
 - * D. Perform typing of letters, documents, circulars, reports, orders, payrolls, bills, vouchers, warrants, minutes, agendas, permits, schedules, and requisitions using a computer.
 - * E. Prepare documents following known statutory procedures rather than specific directions.
 - * F. Prepare checks, legal descriptions, statements, and reports.
 - * G. Check typewritten materials for accuracy, format, and grammatical correctness.
2. Maintain office records.
 - A. Record and calculate time worked by employees.
 - B. Perform calculations, including totaling, balancing, and posting in a book of accounts or other records.
 - C. Calculate charges, secure payments, issue receipts, prepare money deposits, and manage and maintain records of small petty cash amounts.
 - * D. Check and compile statistical data.
 - * E. Prepare, check, and record invoices, bills, vouchers, and time records.
3. Provide service to the public on routine matters.
 - * A. Perform receptionist duties including answering the telephone and assisting walk-in customers.
 - * B. Provide information, refer callers to proper party, and provide forms and applications.
 - * C. Distribute documents to other offices.
 - * D. Provide explanations of legal regulations and procedures and respond to inquiries about department standards and procedures.
 - E. Issue licenses and permits according to standard policies.
 - * F. Arrange committee meetings.
 - * G. Refer unresolved inquiries to proper officials.
4. Provide general secretarial services.
 - * A. Prepare materials for mailing and process incoming mail.
 - * B. Maintain inventory records, indexes, mailing lists, files, calendars, manuals, and other records and reports.
 - C. Requisition, arrange, and distribute office supplies and equipment.

- * D. Maintain awareness of current legislation affecting legal procedures and city organization procedures.
- * E. Operate duplicating, calculating, adding, addressing, transcribing, computer and word processing equipment.

JOB REQUIREMENTS

Education & Experience Requirements

- ♦ A. Classified as a Clerical Technician (promotional only); or
- ♦ B. Five years general secretarial experience or a combination of general secretarial experience and training equal to five years (open only).

Knowledge Requirements

- ♦ A. Knowledge of office methods, procedures, and equipment.
- ♦ B. Knowledge of alphabetizing, indexing, and filing methods.
- ♦ C. Knowledge of accepted business letter writing formats.

Skill Requirements

- ♦ A. Skill in keyboarding from clear copy at a rate of not less than 45 net words per minute.

Ability Requirements

- ♦ A. Ability to transcribe from shorthand notes or transcribing discs.
 - ♦ B. Ability to spell correctly and to use proper grammar.
 - ♦ C. Ability to understand and carry out oral and written instructions.
 - ♦ D. Ability to make comparisons and accurate computations.
 - ♦ E. Ability to understand questions and to provide clear and satisfactory explanations.
 - ♦ F. Ability to establish and maintain effective working relationships with co-workers and with the general public.
 - ♦ G. Ability to sit for extended periods, and to stand, walk, push, pull, stoop, reach, finger, and handle.
 - ♦ H. Ability to frequently lift and carry office supplies and materials weighing up to ten pounds, and to occasionally lift and carry supplies weighing up to 20 pounds.
- * Essential functions of the position
- ♦ Job requirements necessary on the first day of employment